

Registrar's Office
37 College Ave
Gorham, ME 04038

207-780-5230
207-780-5517 fax.

[MAINESTREET](#)

[FINANCIAL AID](#)

[REGISTRAR](#)

[STUDENT
ACCOUNTS](#)

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Enrollment Services News Letter Fall 2011



Student Information

Each semester this office issues a newsletter in an effort to inform the university community of pending registration and other activities. Many of you will not be concerned with all of the topics presented in this document; however, I urge each of you to read carefully each topic of interest to you.

Moving: The Registrar, Student Accounts and Financial Aid will be moving to Bailey Hall the end of September.

Please review your information on MaineStreet, Student Self Service, Student Center. In reviewing there are several factors that need to be stressed.

- Check your class schedule carefully. If it is in error, contact the Registrar's Office immediately.
- The number of transfer credits should be correct. Contact the Registrar's Office if it is incorrect 207-780-5230.

TRANSFER POLICY CHANGE

Beginning Fall 2010, current degree seeking students taking classes within the University of Maine System will have these classes automatically transferred to USM. A student must contact the Registrar's Office if they do not want this transfer to occur.

ACADEMIC CALENDAR DEADLINES

Located on "This Week's Schedule" on your student center.
Click on this icon to open Academic Calendar Dead lines on your student center to reveal dates for 100% refund for drops and withdrawal dates for each class.



MESSAGE CENTER

The Message Center is a secure depository of student information that is part of the Student Center. More and more information will be directed to the Message Center. Please check this often on your Student Center, on the right hand side, under Message Center.

Graduation

Students who expect to graduate in December 2011 need to complete the graduation application process. This can be accomplished either through Student Self Service in MaineStreet; or by obtaining an application for degree form at the website below:

Instructions for MaineStreet Application:

Log into MaineStreet, click on Student Self Service, Student Center, other academic, apply for graduation. choose *Expected Graduation Term; Continue.

Read through all information to make sure this is correct. Make changes where needed. When complete make sure to hit "Submit Application."

Paper Application

You may obtain a paper application form by printing one at this website: <http://www.usm.maine.edu/~reg/applicationfordegree.pdf> , or pick up an application from one of the Student Success Centers (119 Payson Smith Hall , 119 Bailey Hall or 119 LAC); or Registrar's Office in 113 Corthell Hall, Bailey Hall as of Oct. 1).

This form then may be faxed to 207-780-5517 or mailed to the Registrar's Office.

Spring 2012 Advanced Registration

Spring 2012 Advanced Registration (*for Degree Candidates only*)

The Spring 2012 Schedule of Classes and registration materials will be available on MaineStreet no later than November 1.

Registration will begin November 7, 2011. See Priority Registration and Advising :
(When Available) <http://usm.maine.edu/reg/>

Spring 2012 Open Registration (Non-Degree Student)

Students may register beginning November 28, 2011

[Winter Session](#) will begin registration Sept. 15, 2011.



Billing Information

Fall 2011: Unless you have enrolled in an installment payment plan, your charges should be paid in full. If your charges are not paid on a timely basis your account will be assessed late payments. You may also be prevented from adding additional courses. If you have any questions about the status of your account, contact Student Accounts at 780-5200.

A student who remains registered for some courses is not charged for any full semester-course dropped during the first two weeks of the semester. Prior to September 13, all charges are refunded when a full semester course is dropped. Tuition and fees are not reduced if a course is dropped on or after September 13, 2011. These dates may be verified on your student center academic deadlines.

If a student withdraws from all their classes, charges are refunded in accordance with the refund schedule at this website; [Add/Drop/Withdrawal](#)

Room and Board charges are prorated in accordance with the terms of the contract.

The date written notification of a drop or withdrawal is received by the Registrar is used to determine the withdrawal date.

Spring 2012: Information about payment policies will be updated at the Student Accounts Website. Registration creates a financial obligation. This will be reflected on your student account showing charges for tuition and mandatory fees

Spring charges are due January 5, 2012.

Please remember registration is restricted when a student owes a past due balance.

For the Student Accounts web page see: <http://www.usm.maine.edu/studentaccounts>



SPRING FLOWERS

Financial Aid

The entire staff of the Office of Student Financial Aid welcomes you to the University of Southern Maine. If we can be of any assistance to you during the coming semester, please do not hesitate to contact us. We have offices in Gorham, Lewiston, and Portland.

The Office of Student Financial Aid assists students by offering comprehensive services to those who need financial assistance while pursuing their educational goals. Keeping in mind that a lack of resources should not prevent you from attending USM.

We provide financial aid programs, information and a variety of financial resources in order to help make your attendance possible, including grants, scholarships, work programs and low interest student loans. Applicants must file the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). Part-time students are eligible to apply for financial aid as well as full-time students. You must register for at least six credits per semester and be admitted to a degree program. Students who are eligible for a Pell Grant may be eligible to receive the grant while registered for only 3 credits.

To apply for financial assistance from the University of Southern Maine, you should file your Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.gov.

We encourage you to contact us at 780-5250 if you have any questions. You may also access our web page at <http://www.usm.maine.edu/fin/>. Remember, we are here to help you.

Federal:

Pell Grant

Supp. Grant

Work Study

Ed. Loans

State Grants

USM. Grants

Housing

<http://usm.maine.edu/reslife/>

Any student not living in University residence halls who would like to become a resident should obtain a residence hall application from Residential Life and Residential Education as soon as possible. A \$75.00 deposit is required at the time of application. This is non-refundable after January 1 for spring semester and June 1 for fall semester. Students are placed in the residence hall on a first-come basis, based on matriculation status.



Incomplete and Missing Grades

As approved by both the Faculty Senate and the Provost, the maximum time limit for resolution of Incomplete (I's) and missing grades (MG's) is one semester. If the grades are not resolved they will be counted as an F.

Public Directory

Currently the list of student data items that may be released without written consent of the student are: name, home address, local address, phone numbers, date of birth, major, class level, dates of attendance, enrollment status (full-time or part-time), previous institutions attended, date of graduation, degrees received, student activities and height/weight for athletic team members.

You may choose 1 of 3 options for releasing public directory information:

- **Release all directory information**
- **Release no directory information**
- **Release all directory information except home and local addresses**

In your Student Center, under "Personal Information" choose from the drop down menu, "Privacy Settings", Edit FERPA/Directory Restrictions, then choose 1 of the 3 options, and save.

The University of Southern Maine complies fully with the Family Educational Rights and Privacy Act of 1974. The act was designated to protect the privacy of education records and to allow students access to their records. You have the right to withhold the disclosure of Public Directory information.

Please consider very carefully the consequences of any decision by you to withhold information. Such a decision will cause any future requests for this information from non-institution persons or organizations to be refused. Many difficult situations can arise from USM properly withholding this information.

To view a more complete description of the [confidentiality policy](#).

Non-Public Directory Information Release

Except for a few specific situations, USM can not release any non directory information about a student with explicit written permissions from the student.

You may give permission for USM to discuss information with any other person or group by completing "[Student Consent to Release Information Form](#)". Include in this written permission the people/organization we can discuss your records with, the information we can discuss, and for how long, and your name, signature, date of birth, and ID number.

At any time, you can revise a release by submitting another updated written release to us. Send the release to the Registrar's Office, 37 College Ave, Gorham, ME 04038 or fax your request to 207-780-5517.

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Southern Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus compliance officer at 7 College Avenue, 207:780-5094/ TTY207:780-5646.

Fall 2011 Final Exam Schedule

Final exams are generally scheduled at regular class times. Monday, December 12, 2011 is a grouped exam day. That schedule and the exceptions to the formula below will be released in November.

TUESDAY DECEMBER 13

PERIOD 1 - 8:00 - 10:00
PERIOD 2 - 10:45 - 12:45
PERIOD 3 - 1:30 - 3:30

WEDNESDAY DECEMBER 14

PERIOD 4— 8:00 - 10:00
PERIOD 5— 10:45 - 12:45
PERIOD 6— 1:30 - 3:30

THURSDAY DECEMBER 15

PERIOD 7— 8:00 - 10:00
PERIOD 8—10:45 - 12:45
PERIOD 9— 1:30 - 3:30

FRIDAY DECEMBER 16

PERIOD 10— 8:00 - 10:00
PERIOD 11— 10:45 - 12:45
PERIOD 12— 1:30 - 3:30

PERIOD

- 1 All classes in Gorham beginning at 9:30 a.m. on T TH
All classes in Portland beginning at 10:15 a.m. on T TH
- 2 All classes in Gorham beginning at 12:30 p.m. on T TH
All classes in Portland beginning at 1:15 p.m. on T TH
- 3 All classes in Gorham beginning at 2:00 p.m. on T TH
All classes in Portland beginning at 2:45 p.m. on T TH

- 4 All classes in Gorham beginning at 9:30 a.m. on M W
All classes in Portland beginning at 10:15 a.m. on M W
- 5 All classes in Gorham beginning at 11:00 a.m. on M W
All classes in Portland beginning at 11:45 a.m. on M W
- 6 All classes in Gorham beginning at 12:30 p.m. on M W
All classes in Portland beginning at 1:15 p.m. on M W

- 7 All classes in Gorham beginning at 8:00 a.m. on T TH
All classes in Portland beginning at 8:45 a.m. on T TH
- 8 All classes in Gorham beginning at 11:00 a.m. on T TH
All classes in Portland beginning at 11:45 a.m. on T TH

- 9 All classes in Gorham beginning at 8:00 a.m. on M W
All classes in Portland beginning at 8:45 a.m. on M W

- 10 All classes in Gorham beginning at 8:00 a.m. on F
All classes in Portland beginning at 8:45 a.m. on F

- 11 All classes in Gorham beginning at 11:00 a.m. on F
All classes in Portland beginning at 11:45 a.m. on F

- 12 All classes in Gorham beginning at 2:00 p.m. on M W
All classes in Portland beginning at 2:45 p.m. on M W

Classes that normally begin from 4:10 to 6:40 will hold their exam at 4:15 -6:15, and classes that begin 5:30—8:05 or later will hold their exam at 6:30-8:30 and classes that begin 6:30 or later will hold their exam at 7:00-9:00 on the days listed below.

Monday	December 12, 2011
Tuesday	December 13, 2011
Wednesday	December 14, 2011
Thursday	December 15, 2011
Friday	December 16, 2011

Classes that normally meet at 4:10 p.m. or 5:35 p.m. two days a week will hold their final exams from 4:15 - 6:15 pm as follows:

Meet Monday & Wednesday	4:10-5:25 Exam will be Monday, December 12
Meet Tuesday & Thursday	4:10-5:25 Exam will be Tuesday, December 13
Meet Monday & Wednesday	5:35-6:50 Exam will be Wednesday, December 14
Meet Tuesday & Thursday	5:35-6:50 Exam will be Thursday, December 15

Classes that normally meet on Saturday will hold their final exams on December 10 and Sundays on December 11.